

5 April 1976

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Business Meeting - 30 March 1976

1. The following ADMAG members were present at the business meeting held on 30 March 1976:

<u>Office</u>	<u>Name</u>
Joint Computer Support	
Finance	Chairman)
MG Career Sub-Group	
Security	
Logistics	
Personnel	
Communications	

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2. [REDACTED], Chief, Logistical Service Division, attended a portion of the meeting as a guest. He touched base on many of the subjects ADMAG has had under discussion; providing background and insight on these topics. ADMAG is appreciative of [REDACTED] time, especially at such a late hour.

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3. The first order of business was to select the Chairman and Recorder for the second calendar quarter. [REDACTED] was elected Chairman and [REDACTED] was elected Recorder, although neither recalls opposition candidates, primaries, campaigning and voting.

4. This business meeting concentrated on finalizing memorandums for submission to the DDA, with the following results:

a. Employee Pride - ADMAG members agreed the memorandum, with an addition regarding "Office show and tell", should be forwarded to the DDA. All are of the opinion this should be a high priority item for the DDA's consideration.

b. After-Hours Security Checks - The items being presented in paragraph 1 of the draft memorandum were reviewed and the members agreed these should be brought to the attention of the Office Heads. Remainder of the memo underwent scrutiny which resulted in some changes and deletions. The final product was considered suitable for forwarding to the DDA.

c. Non-Profit Car Pool Association - Several

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specific questions regarding items within this memo were fielded by the sponsor of this item, [REDACTED]. Recommended changes were submitted, accepted, and after some restructuring of the format, the memo will be forwarded to the DDA.

d. The remaining scheduled Agenda items, Vacancy Notices and Information Services, were not addressed due to the arrival of [REDACTED] at this time (6:40 p.m.).

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5. AGENDA for the next business meeting to be held, Tuesday, 20 April at 1630 hours in the OMS conference room (1D4021).

a. Review the following draft memorandums:

(1) Employee Concerns Regarding Vacancy Notices

(2) Information Services

b. Address the following pending business:

(1) Two-grade promotions

(2) Management training

(3) Small car lanes

(4) Car Pool Passes

(5) Flex Hours (new item)

(6) Employee Briefings (new item)

6. Completed Business:

a. Employee Pride memorandum

b. After-Hours Security Checks memorandum

c. Non-Profit Car Pool Association memorandum

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7.

[REDACTED] have volunteered to represent ADMAG at the April session of Trends and Highlights. ADMAG presentation will be given 14 April at 1600 hours.

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Distribution:

1 copy each member

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